



**The Board of Directors of  
The Potomac Curling Club of the National Capital Area, Inc.  
MINUTES: Season 2007-08 Meeting 1  
June 18, 2007 7:00pm**

**Board Members Present:**

Susan Armiger  
Dominique Banville  
Ann Drummie  
Michael Fry  
Brian Galebach  
Barry Nichols  
Bob Pursell  
Rachel Sethi  
Rich Warner  
Benjamin Yeung

**Board Members Absent:**

Scott Walters

- 1) **Call to order** *Banville*  
7:06pm
  
- 2) **Approve minutes of May 21, 2007 Meeting** *Drummie*  
With edits  
Motion – Fry  
Second – Yeung  
Vote - Passed
  
- 3) **Financial Reports ending May 31, 2007** *Lin*  
We are still on track. Fiscal year ends at the end of this month. Next Board meeting should have a full picture of the 2006-07 year.
  
- 4) **Special Issues** *Banville*
  - a) **Review of Goals and Objectives** (September 14, 2005)  
The 2007-08 President will need to coordinate a review of the goals and objectives this summer to freshen them for what has been accomplished and for how we may want to further develop. This is one of the first tasks for the new Board. ex. did we meet “encourage and recognize volunteerism to promote PCC mission and goals.”? Perhaps the measure should be the % of members who’ve been involved for longer than a half season?
  
  - b) **Review of Organization Chart**
    - Moved historian directly under Secretary
    - Added Donor Relations to Finance Committee
    - Merged Calendar and Ice Manager under a broad heading of Scheduling. Need to stay sensitive to communication between leagues and events particularly when scheduling ice ‘on the fly’ through the season. Need to show notations on the pdf version of the calendar of league play on each individual day to confirm collocation versus cancellation.
    - Confirmed that it is difficult to maintain a succession plan approach in our transient location

- Rentals: Groups typically seek us out. We have a deposit policy that wasn't always applied. We have turned requests down. We have also been turned down. It isn't certain how much PR or member recruitment comes from rentals. Currently, we are accepting rentals because of its role in bringing revenue while minimizing impact to member ice use. We need a working group to review the revenue versus training volunteerism and wear and tear on facilities; look at it from the outreach and recruitment perspective and avenue toward education per 501(c)3 as well. We'll further assess the rental efforts at the end of 2007-08 year. The coordination of rentals was moved to Outreach.

**c) Election of Officers**

*Presided by Dominique Banville*

**President:**

Galebach nominated Barry Nichols. Declined.

Yeung nominated Michael Fry. Seconded by Armiger. Declined.

Banville nominated Rich Warner. Seconded by Nichols. Accepted.

Fry nominated Dominique Banville. Seconded by Galebach. Declined.

Banville nominated Brian Galebach. Seconded by Nichols. Accepted.

Rich Warner elected.

*Thank you to Dominique for all of her efforts as President for the last three years.*

*Rich Warner asked Dominique Banville to continue to preside over the meeting.*

**Vice President:**

Nichols nominated Brian Galebach. Seconded by Purcell. Accepted.

Sethi nominated Dominique Banville. Seconded by Armiger. Declined.

Warner nominated Michael Fry. Seconded by Purcell. Accepted.

Michael Fry elected.

**Secretary:**

Warner nominated Ann Drummie. Seconded by Banville. Accepted.

Ann Drummie elected.

**Treasurer:**

Banville nominated Barry Nichols. Seconded by Galebach. Accepted.

Fry nominated Susan Armiger. Seconded by Sethi. Declined.

Barry Nichols elected.

**d) Distribution of Responsibilities**

See organization chart.

**e) Calendar - 2007-2008**

Big Picture issues to be determine this summer:

a) Open House? Learn to Curl? League Start? In October and in January.

b) Rental slots. Discussed the particular date for the Physical & Aquatic Therapy event as February 2, 2008 from 3pm to 11pm.

**5) Committee Reports**

**a) Finance Committee:**

i) **Budget Committee:** Presentation of 2007-08 budget

The same budget that was reviewed at the last Board meeting, and at a working session with the new Board members, was presented. It's a balanced budget.

It was a surprise to new Directors to know that we balance the budget with corporate/personal donations versus those being a direct contribution to debt.

Accept the budget for 2007-08 season.

Motion – Nichols

Second – Warner

Vote - Passed

Thank you to the budget committee.

Insurance – Barry Nichols to check on length of time that we need to physically keep waivers from past seasons.

ii) **Donor Relations and Development Committees:** Summer meeting topics  
Barry Nichols confirmed that there are things to position ourselves for, with materials to have on the street sometime in September. Susan Armiger confirmed to work on that.

b) **By-Laws Committee:**

i) **Update**

No report. Ann Drummie will create a final version of the newly revised document to distribute to the Board for review.

c) **Membership Committee:**

i) **Summer meeting topics**

- Pursell suggested considering creating a “welcome pack” that includes a section about volunteering.
- Refresh the new member handbook, the “what’s next” flyer, the general member handbook.
- Consider the pros and cons of sending by email versus receiving it in the mail.
- Review dues structure/fee amounts.
- Focus groups about “what am I getting for the value of my membership?”

Rachel Sethi will send a copy of the annual meeting powerpoint presentation the Board.

d) **Leagues Committee:**

i) **Summer meeting topics**

- Review of a new doubles ladder or event being mixed or open.
- Already determined that Capital and Ladies’ will stay on the existing nights.

ii) **Plan for identifying league coordinators**

- Will ask incumbents, and then will fill the gaps.

e) **Events Committee:**

i) **Golf Outing Update**

There will be six foursomes. There are about five people interested in mini-putt. We’re looking at a crowd of 35+ for dinner.

ii) **Plan for identifying event chairs**

Fry confirmed that it needs to be done, along with creating and distributing flyers for summer bonspiels if possible.

f) **Communications Committee:**

i) **Summer meeting topics**

- Scheduling – overall calendar and practice ice scheduling
- Privacy policy particularly re email
- Locate a phone list at the club somewhere, for the purpose of checking on members who were expected to be at the club (ex. teammate hasn’t shown up for a game)

g) **Training Committee:**

i) **Summer meeting topics**

- Will coordinate setting LTC dates with Open House
- Will finalize Level I clinic date.

h) **Outreach Committee:**

i) **Summer meeting topics**

Bob Pursell will talk with FL Ettlin and Dave Hamilton for background. Focus will be on filling the position of rental coordinator.

i) **Operations Committee:**

i) **Work Day Plans**

July 28 and August 26 are the current work days with a list of specific tasks. There may be other work days coordinated at the motivation of others.

John Bittner offered to build the mailbox concept. Rachel Sethi will coordinate between John Bittner and Doug Andrew.

Ann Drummie will check the records for the amount of Mary Ericson's donation to apply to Jason Sethi's efforts to install a sound system.

j) **Ice Committee:**

i) **Summer meeting topics**

- Will set-up a schedule to start the ice process in early to mid-September.
- Thinking about putting together an ice technician's clinic to have more people capable of maintaining ice speed through an event.

k) **Vision Committee:**

i) **Summer meeting topics**

Rich Warner will reach out to Clai Carr.

6) **Other Business**

None.

7) **Next Meeting**

Monday, July 9, 2007, 7pm

9:47pm